



USAID | GHANA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064121R100003

ISSUANCE DATE: December 10, 2020

CLOSING DATE/TIME: December 24, 2020
11:59 pm Accra time.

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist (Nutrition Services)**
-REISSUED

(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Michael Sampson
Contracting Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064121R100003 -REISSUED**
- 2. ISSUANCE DATE: December 10, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 24, 2020 at 11:59 pm local time.**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov**
- 5. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (NUTRITION SERVICES)– HEALTH, POPULATION AND NUTRITION OFFICE.**
- 6. MARKET VALUE: GHC 160,210.00 – GHC 240,323.00** equivalent to **FSN-12**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Accra-Ghana. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **o/a May, 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Ghana. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Background Check

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Program Management Specialist – Nutrition Services is one of two public health professionals tasked with ensuring the quality of USAID/Ghana’s nutrition investments within the Health, Population and Nutrition Office. The Specialist provides substantive advice and support in the formulation and administration of the overall USAID development program in Ghana, particularly conception, design, development, implementation, and evaluation of nutrition programming. Supervised by the Nutrition and Social Protection Team Lead, the Specialist develops multi-year strategy for USAID’s nutrition investments, working closely with other technical staff (e.g. specialists in malaria, family health, agriculture, water, sanitation and hygiene etc.) to ensure program alignment with Agency priorities, particularly USAID'S Multi-Sectoral Nutrition Strategy, 2014-2025 and the Acting on the Call to Prevent Child and Maternal Deaths strategy, and the U.S. Global Food Security Strategy. The Specialist represents

USAID in substantive and complex discussions with senior officials at the National Development Planning Commission, the Ministry of Health, Ghana Health Service (GHS), other bilateral and multilateral donors, civil society, and the private sector to ensure alignment of USAID investments with country priorities and promote host-country leadership of development efforts. The Specialist also manages a portfolio of approximately \$12 million a year of agency allocations for nutrition and maternal and child health, as well as priority funds allocated through the Feed the Future and Water for the World initiatives.

2. *Statement of Duties to be Performed*

A. Technical Leadership **30%**

1. Provides expert technical guidance and strategic direction to USAID's efforts to strengthen critical maternal and early childhood nutrition, growth, and related services including, but not limited to: routine maternal nutrition and child growth assessment; management of moderate and severe acute malnutrition; health facility counseling on maternal nutrition, early childhood stimulation, exclusive breastfeeding, and appropriate complementary feeding; and promotive and therapeutic micronutrient supplementation.
2. Coordinates across government ministries, including but not limited to the Ministry of Health, Ghana Health Service, the National Development Planning Commission, and the Ministry of Local Government and Rural Development.
3. Promotes stakeholder coordination with host-country government, civil society, and private sector and ensures that USAID investments remain appropriate and strategic within the country's development context.
4. Represents and makes presentations on behalf of the Agency at working and high-level meetings; and advises Agency leadership up to the level of the Mission Director on the implications of political and social developments within the nutrition and related health sectors.
5. Implements a nutrition learning agenda and fosters a learning environment within the Mission and amongst country stakeholders by developing scopes of work for and overseeing the implementation of program learning exercises (e.g. baseline surveys, implementation research); presenting program analyses and technical advances/innovations (e.g. through brown bags, blog posts); and contributing original data or analyses into country evidence forums.

B. Program Development **20%**

1. Ensures the technical quality of USAID investments by developing new and continuously improving the quality of existing programs.
2. In collaboration with the Nutrition and Food Security Specialist based in the USAID sub-office in northern Ghana, coordinates joint programming between the Health and Economic Growth Offices to implement the Ghana Food Security Strategy.
3. Participates in and leads the development of new activities, including designing development hypotheses and results frameworks for new programs, recommending appropriate procurement instruments, and proposing review criteria for and participating in the review of technical proposals.
4. Drafts program descriptions and scopes of work, as well as prepares independent government cost estimates and supplemental analyses (e.g. gender, climate change adaptation, etc.) for new programs, as required by USAID program design policy.

5. Contributes to strategic planning across the Mission by preparing concept papers and other narrative for Mission strategic processes such as portfolio reviews, annual operational plans, and country strategies.
6. In collaboration with the Development Outreach and Communications team, develops talking points, program briefs, and other materials to effectively communicate USAID program success, challenges, lessons-learned, and priorities. The Specialist collaborates with USAID/Washington to provide country context and experience to global USAID health strategy.

C. Performance Management

50%

Certified and designated as a Contractor/Agreement Officer's Representative, the Specialist manages a diverse portfolio that includes contracts and grants worth at least \$5-10 million a year to government and non-government entities for nutrition and related child and maternal health programming.

1. Monitors recipients' progress in achieving program objectives and verifying that the recipients' activities conform to the award terms and conditions.
2. Monitors and ensures the quality of performance data; arranges for and oversees the conduct of validity checks or verification reviews of data collection systems and information provided by partners, in accordance with USAID policy guidance.
3. Monitors the financial status of the award and documents accrued expenditures on a quarterly basis; monitors achievement of recipient cost sharing requirements; reviews performance and financial reports for adequacy and responsiveness; and establishes and maintains adequate award files.
4. Guides and mentors grant recipients, as needed, to ensure that programmatic results adequately align with USAID and host-country strategic priorities.
5. Works with the Agreement/Contact Officer to troubleshoot and address implementation challenges and revise implementation plans, as necessary in consideration of changing circumstances.
6. Issues technical directions or guidance when managing contracts, in accordance with the terms of the contract; reviews the contractor's request for payments and provides or denies administrative approval. When managing awards to government entities, the Specialist navigates complex and often sensitive situations.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A Master's degree in nutrition, health science, health policy, nursing, or public health is required.

- b. Prior Work Experience:** A minimum of seven years of progressively responsible, professional experience in a public health field is required.
- c. Language Proficiency:** Fluency in English (reading, writing, and speaking) is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. Prior Work Experience (20 points):** A minimum of seven years of progressively responsible, professional experience in a public health field is required. At least five years of this experience must have included program management and data and policy analysis of public health nutrition programs
- b. Job Knowledge (40 points) :** Expert knowledge of public health disciplines, particularly social and behavioral sciences and health policy. Additionally, expert knowledge of public health nutrition concepts such as nutrition education and promotion, food policy and systems, and nutrition therapeutics in low-resource settings. Comprehensive professional-level knowledge of development principles, concepts, and practices, especially as they relate to nutrition and maternal and child health in Ghana. A good understanding of the economic, political, social, and cultural characteristics of Ghana and their impact on malnutrition. Extensive knowledge of host country nutrition and related policies, strategies, and Government priorities. Good working knowledge of budgeting and fiscal management is required.
- c. Skills and Abilities (40 points) :** The Specialist must have the ability to analyze, understand, and discuss new program design, management, and implementation approaches. Excellent oral communication, tact, and diplomacy is required to cultivate effective working relationships with national and international working partners, including the Government of Ghana, other donors, and implementing partners. The Specialist must be able to work effectively in a team environment and

negotiate and broker consensus. The Specialist requires strong analytical ability to interpret multifaceted data sets and public policies to inform programming decisions. The Specialist must be able to write grammatical, clear, persuasive, and strategic narrative for a variety of documents, including memoranda, reports, program documentation, and briefing papers. Intermediate level of computer literacy required effective use of the Internet to find information and ability to use word processing and spreadsheets applications.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer from **AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS)** which is available at the following link:
<https://www.usaid.gov/forms/aid-309-2>
2. Offeror must also submit a signed cover letter and a resume.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.

6. Offers must be received by the closing date and time on the first page of this solicitation. and submitted via email to GhanaApplications@usaid.gov
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays

In accordance with Mission policy and local labor laws.

1. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

In accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

In accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>64I-MOD-20-HT-000</i>	1	LOT	\$ _TBD_ –	\$_TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

----END OF SOLICITATION----